



## ARTISTIC OPERATIONS INTERNSHIP

Desired majors:	Music Business, Music Performance, Theater, Arts or Non-Profit Administration
Work period:	Fall and Spring semesters; One semester internships or based on performance and work load; intern could be invited to return for multiple semesters.
Hours per week:	8 – 20 hours per week; days and times are flexible within regular PSO business hours; some evening and/or weekend work for concerts and events.
Year in school:	Any
Job requirements:	Excellent writing skills, communication skills, and attention to detail; highly organized; knowledge of classical music and theater experience a plus; proficiency with Microsoft Office Suite is required; experience with Google Drive, a plus; must be able to work independently and as part of a team.
Supervisor:	Executive Director and Artistic Operations Manager
Position:	Unpaid
Application Method:	Send cover letter and resume to Andrea Molina at <a href="mailto:amolina@peoriasymphony.org">amolina@peoriasymphony.org</a> or to 101 State Street, Peoria, IL 61602

The Artistic Operations Intern works closely with the Artistic Operations Manager to assist in the internal operations and external communications of the Peoria Symphony Orchestra. We are looking for bright, organized, detail-oriented individuals with excellent communication skills, who possess a good attitude and the ability to take direction and follow through on projects.

Our internship program provides the opportunity for candidates interested in the logistics related to running a symphony orchestra the opportunity to take part in concert planning and executing. Interns will be able to work on projects they are interested in that support the efforts of the PSO. This can include artist coordination, music preparation, backstage concert experience, and event logistics.

The Intern will also provide concert support when assigned and administrative support to the entire organization.

Job responsibilities and possible projects:

- Communicate information clearly, succinctly, and professionally with staff, community, and contract partners as directed.
- Follow up on all requests in a timely manner; help promote positive relations between the organization and community partners.
- Assist in the coordination of RAW (Resident Artist Week) activities and SoundBites.
- Audition Management: Assist artistic and orchestra staff in planning and executing auditions.
- Personnel Management: Learn about various aspects of personnel management by preparing orchestra rosters, developing show coverage schedules, observing payroll procedures, maintaining instrumentation lists, and shadowing the Artistic Operations Manager and Stage Manager during rehearsal and show coverage
- Music Librarian: Catalog the PSO music library; bow music.